

# CHIRP Reminder Recall Quick Reference Guide

## What is Reminder Recall?

Reminder Recall is a tool that allows you to search for and notify patients that are in need of vaccinations.

**How does it Work?** Reminder/Recall is a 3 step process:

Reminder/Recall

123

How do you want to run this Reminder/Recall?

☒ For all patients you own

☐ For all patients you have seen at your facility

☐ Include Inactive Patients (Excluding deceased)

Due Date Timeframe: 

Due In 1 Month or Less

Who do you want to Contact?

Organization (IRMS)

Organization (IRMS) Group

Patient Location: 

Facility

Facility Group

Facility Type

☒ Patient Age Range 

# of

Select

# of

Select

☐ Patient Birth Date 

From

Through

Patient Gender ☐ Female ☐ Male

Exclude patients who were sent a notification in the last: 

# of

☒ Days ☐ Weeks ☐ Months ☐ Years

Advanced

Which vaccines would you like to include?

Select a series

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<input checked="" type="checkbox"/>	DTaP/DT/Td	<div></div>
<input checked="" type="checkbox"/>	HIB	<div></div>
<input checked="" type="checkbox"/>	POLIO	<div></div>
<input checked="" type="checkbox"/>	HEP-B 3 DOSE	<div></div>
<input checked="" type="checkbox"/>	MMR	<div></div>
<input checked="" type="checkbox"/>	PNEUMO (PCV)	<div></div>

I only want to see my patients who are:

☒ Due for all selected vaccines

☐ One dose away

☐ One visit to complete the series

Clear

Schedule

Generate Patient List

• Choose from the available options to refine your patient search.

• More options are available by clicking 'Advanced'.

• At least 1 vaccine must be selected.

• Individuals who are due for one or more of the selected vaccines will be included in the patient list.

• (optional) Specify the dose number in the available box.

• Click 'Generate Patient List' when you are done.

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Reminder/Recall 1 2 3

What patients do you want to add to your recall group?

Remove Patients who don't have complete  
☐ Name ☐ Phone ☐ Address ☐ Email

Remove Patients who have received more than  notifications.

	Last	First	Age	Available Contact Methods	R/R Attempts	Reason for Inactivation
<input checked="" type="checkbox"/>	GARL	JUNG	1		0	Select
<input checked="" type="checkbox"/>	GONZALO	JORGE	2		1	Select
<input checked="" type="checkbox"/>	HANNAH	LOUISE	6		2	Select
<input checked="" type="checkbox"/>	MYWORDS	MARK	1		1	Select
<input checked="" type="checkbox"/>	SECONDA	PAT	2		1	Select
<input checked="" type="checkbox"/>	SECONDA	PAT	2		1	Select
<input checked="" type="checkbox"/>	SMILEY	JOE	2		1	Select
<input checked="" type="checkbox"/>	SMITH	JIM	3		2	Select
<input checked="" type="checkbox"/>	THELMA	LOUISE	4		2	Select
<input checked="" type="checkbox"/>	THOMAS	JUSTIN	7		0	Select
<input checked="" type="checkbox"/>	TWAYNE	MARK	2		1	Select

Submit

- Review the list of patients that met your selection criteria.
- Automatically deselect individuals based on available contact methods.

Reminder/Recall 1 2 3

11 7 2 0 0

What do you want to do with your selected recall group?

Generate A Patient List

Print Letters

Generate Auto-Dialer Content

Generate Mail-Merge

Create Custom Post Cards

Create Avery 8387 Postcards

Print Labels

Save As a Patient Group (Cohort)

Send Email

- Quickly see how many patients are included in your notification.
- Choose a contact method.
- Follow the on screen prompts to use a default notification message or create your own custom message.

## All Done!

Additionally, within Reminder/Recall you can:

- Utilize templates you create for quick and easy patient notifications
- Schedule Reminder/Recall to run automatically
- Access reports that can help you focus your reminder/recall attempts on populations in need